SUBMITTAL INFORMATION

• Address cover letter for Ready for Reuse (RfR) Request Submittal to:

Mr. Keith L. Casanova, Administrator

Remediation Services Division

P.O. Box 4314

Baton Rouge, LA 70821-4314

• Write Reference Line of cover letter as follows:

Ready for Reuse Request {Name of Project} {Agency Interest (AI) Name} {AI Number}

 When submitting additional information associated with a previously submitted Ready for Reuse Request, write reference line of cover letter as follows:

Addendum to Ready for Reuse Request {Name of Project} {Agency Interest (AI) Name} {AI Number}

• For facilities without AI Numbers or new facilities,

Fill out the Information Request Form and submit with Ready for Reuse Request Submittal so that an Agency Interest (AI) Number can be assigned.

• Three copies of all correspondence regarding Ready for Reuse Requests should be submitted to LDEQ.